# 8.2. 1099-R Export Menu

10/29/2024 4:28 pm CDT

The 1099-R Export enables users to calculate data pertinent to the Form 1099-R and export that data directly from the Compliance module to the 1099 System.

The system uses the following data to determine who and what data should be transferred to the 1099-R (as applicable):

- Participant distributions (in Transaction Menu)
- Participant's date of birth
- Participant's address

From the Compliance Menu, select Miscellaneous, and click 1099-R Export to begin.

	nzeny > Edit Plan > Compliance > Teska			Updates Hal
Company:	1099-R Company / ID: /		Complian	ice Menu
Plan:	1099-R Test 1		• Census	
Checklist:	Volume Submitter 401(k) (Prototype Format) - PPA		Tasks	
Details:	EIN: 11-1234567 • PN: 777 • PYE: 777		4 Transa	ctions
Year End:	12/31/2014 -	5500 Data Report	4 Miscella	aneous 🛵
		1099-R Export 🦾	+ Tools/S	iettings
		8955-SSA Export	+ Plan Sp	ecifications
		RMD	_	(auto 1 1 1
Compliance	Tasks - Expand All Applicable / Expand All / Collapse All	Miscellaneous Reports		Print Package 💌 👻
Scrub/f	Eligibility		Run: 🔘	Reports:
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The 1099-R Export Menu has three menu options; calculate, view/edit and transfer the 1099-R records. You must run the calculation option before the "View/Edit" and "Transfer Records" options become available.

Select Year End:	2013 🖌	
Calculate:	This Plan 💌	
View/Edit:	Web – This Plan 🛛 🐨	
Transfer Records:	Push - This Plan 🔻	

## Calculate 1099-R Transfer Records

# Select Calendar Year End

The Calendar Year End that the user selects determines the Form 1099-R that the data will be exported to. The participant distribution information is also taken from this year.

Calculate for This Plan/All Plans

A user with administrator rights will have the option to run the calculation for either "This Plan" or "All Plans". Users that do not have administrator rights will only see the option to calculate for "This Plan". Pressing "This Plan" or "All Plans" next to the Calculate option will first calculate transfer records based on distribution transactions posted in the system. Then the system will print the results and create transfer records with applicable data to populate the fields in the 1099-R. These results will appear in a popup window for your review.

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Select Y	ear End:	201	3 🗸							
Calculat	te:	Th	is Plan 🔻	¢						
View/Ed	dit:	All	Plans	an 💌						
Transfe	r Records	: Pu	sh – This Pl	an 🔻						
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1099-R Repo	rt									х
Form Year:	2014									
	PartTIN	Participant Name	Gross Dist	Tourship Last	PartTaxAmt	Ford Tory Mill	Codel	Code2	StatusMassaga	
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PayerTIN 1099-R Tes 12-3456789	t 1 000-00-0128	Age 55 distribution, Part 18	6000.00	6000.00	NotDet	1200.00	1	Contra	Bad Address	^
PayerTIN 1099-R Tes 12-3456789 12-3456789	t 1 000-00-0128 000-00-0127	Age 55 distribution, Part 18 Age 55 inservice, Part 17	6000.00	6000.00 6000.00	NotDet 0 0	1200.00 1200.00	1	COURT	Bad Address Bad Address	^
PayerTIN 1099-R Tes 12-3456789 12-3456789 12-3456789	t 1 000-00-0128 000-00-0127 000-00-0133	Age 55 distribution, Part 18 Age 55 inservice, Part 17 Age 59 distribution, Part 23	6000.00 6000.00 8000.00	6000.00 6000.00 8000.00	NotDet 0 0	1200.00 1200.00 1600.00	1 1 2		Bad Address Bad Address Bad Address Bad Address	^
PayerTIN 1099-R Tes 12-3456789 12-3456789 12-3456789 12-3456789	1 000-00-0128 000-00-0127 000-00-0133 000-00-0132	Age 55 distribution, Part 18 Age 55 inservice, Part 17 Age 59 distribution, Part 23 Age 59 inservice, Part 22	6000.00 6000.00 8000.00 4000.00	6000.00 6000.00 8000.00 4000.00	0 0 0 0 0	1200.00 1200.00 1600.00 800.00	1 1 2 1		Bad Address Bad Address Bad Address Bad Address Bad Address	^
PayerTIN 1099-R Tes 12-3456789 12-3456789 12-3456789 12-3456789 12-3456789	t 1 000-00-0128 000-00-0127 000-00-0133 000-00-0132 000-00-0115	Age 55 distribution, Part 18 Age 55 inservice, Part 17 Age 59 distribution, Part 23 Age 59 inservice, Part 22 Died, Part 5	6000.00 6000.00 8000.00 4000.00 8000.00	6000.00 6000.00 8000.00 4000.00 8000.00	NotDet 0 0 0 0 0 0	1200.00 1200.00 1600.00 800.00 1600.00	1 1 2 1 7		Bad Address Bad Address Bad Address Bad Address Bad Address Bad Address	^

Please Note: Any existing 1099-R transfer records for the plan or globally (as selected by user) will be overwritten when new transfer records are created. This means that if you made edits to the data from within the 1099-R export menu, those changes will be lost each time you press the Calculate button.

The distribution codes and withholding percentages are determined by the system as follows:

Distribution Code	eTransaction Type	Age Condition
1	Distribution or In-service	59 ½ or younger*
2	Distribution	Less than 59 $\frac{1}{2}$ and greater than age 55.
7	Distribution or In-service	Greater than 59 ½.
8	ADP/ACP Correction	
L	Loan Default	
В	Any distribution type of Roth or Roth Rollover source	S

\*If the distribution is taken in the year the participant attains age 59 ½, user must review the code selection and edit as applicable.

Withholding %Distribution Type

stribution;	In-service
i	istribution;

10% ADP/ACP Corrections

0% Loan Default

\* Withholding amount is based on distribution amount and withholding percentage. Withholding percentage is based on distribution type as shown above.

#### View/Edit 1099-R Transfer Records

The View/Edit option prints all 1099-R Transfer records, either for the current plan or for all plans and either within a web page or a csv file as selected by user.

If a CSV option is selected the system will print the results to a csv (excel) file for the user to review.

If one of the Web option is selected the system will direct the user to the results page online. The page will contain all a list of all participants with 1099-R records for the calendar year selected. There is a link for each participant's record. Clicking on a link permits the user to edit data in the 1099-R Transfer records for that participant. Please note that any data that you change here is temporary and will not be reflected in the Compliance master records for that participant. As such, once you close the 1099-R Export Menu, the data that you changed is erased. It is suggested that you enter information such as address data in the compliance software by using a supplemental grid if you want this data to "stick".

1099-R Export Menu					🕐 ×					
Select Ye	ear End:	2013	2							
Calculate	e:	This P	lan 🔻							
View/Ed	it:	Web -	This Plan	1						
Transfer Records: CSV - This Plan										
		CSV -	All Plans							
					Close					
1099-R Rep	ort									
Form Year	: 2014									
Form Year	PartTIN	Participant Name	Gross Dist	Taxable Amt	PartTaxAmt NotDet	Fed Tax WH	Code1	Code2	StatusMessage	. /
Form Year PayerTIN 1099-R Ter	PartTIN	Participant Name	Gross Dist	Taxable Amt	PartTaxAmt NotDet	Fed Tax WH	Code1	Code2	StatusMessage	
Form Year PayerTIN 1099-R Ter 12-3456789	2014 PartTIN at 1 000-00-0128	Participant Name Age 55 distribution, Part 18	Gross Dist 6000.00	Taxable Amt	PartTaxAmt NotDet	Fed Tax WH	Code1	Code2	StatusMessage Bad Address	
Form Year. PayerTIN 1099-R Ter 12-3456789 12-3456789	2014 PartTIN at 1 000-00-0128 000-00-0127	Participant Name Age 55 distribution, Part 18 Age 55 inservice, Part 17	Gross Dist 6000.00 6000.00	Taxable Amt 6000.00 6000.00	PartTaxAmt NotDet 0 0	Fed Tax WH 1200.00 1200.00	Code1	Code2	StatusMessage Bad Address Bad Address	
Form Year PayerTIN 1099-R Ter 12-3456789 12-3456789 12-3456789	2014 PartTIN at 1 000-00-0128 000-00-0127 000-00-0133	Participant Name Age 55 distribution, Part 18 Age 55 inservice, Part 17 Age 59 distribution, Part 23	Gross Dist 6000.00 6000.00 8000.00	Taxable Amt 6000.00 6000.00 8000.00	PartTaxAmt NotDet 0 0 0	Fed Tax WH 1200.00 1200.00 1600.00	Code1	Code2	StatusMessage Bad Address Bad Address Bad Address	. /
Form Year PayerTIN 1099-R Ter 12-3456789 12-3456789 12-3456789 12-3456789	2014 PartTIN et 1 000-00-0128 000-00-0127 000-00-0133 000-00-0132	Participant Name Age 55 distribution, Part 18 Age 55 inservice, Part 17 Age 59 distribution, Part 23 Age 59 inservice, Part 22	Gross Dist 6000.00 6000.00 8000.00 4000.00	Taxable Amt 6000.00 6000.00 8000.00 4000.00	PartTaxAmt NotDet 0 0 0 0	Fed Tax WH 1200.00 1200.00 1600.00 800.00	Code1 1 1 2 1	Code2	StatusMessage Bad Address Bad Address Bad Address Bad Address Bad Address	

## Transfer Records to 1099-R Module

Next to the transfer records task, the user has the option to either "Push" the records directly to the 1099-R or print the records to a "CSV" file. This can be done for "This Plan" or "All Plans", again depending on individual user rights.

Selecting "Push" transfers all calculated 1099-R data to the 1099 module, either for "This Plan" or for "All Plans" as selected by user. If there is existing data already in the form all data will be replaced. If there is no prior 1099-R, the system creates one.

Selecting "CSV" prints the results to a csv (excel) file. This file can then be uploaded into the system.

\*\*Warning: If you have completed any 1099-R's you may not want to Transfer 1099-R Data for all plans as this will overwrite all 1099-R's previously completed!

1099-R Export Menu		🕅 x
Select Year End:	2013 🗸	
Calculate:	This Plan 💌	
View/Edit:	Web – This Plan 💌	
Transfer Records:	Push – This Plan 💌	
	CSV – This Plan 🔥	
	Push – All Plans	Close
	CSV – All Plans	